

Section 8.2.1 FUNCTIONS MENU

Leave/OT Inquiry

Purpose	This section provides the procedures for users to view information on a leave or overtime request on a detail or summary level. This window also displays an employee's current leave balances.
Window	Leave/OT Inquiry
Reminders	<ol style="list-style-type: none">1. The Leave/OT Inquiry window is accessed through the Functions, Leave/OT Inquiry item on the menu bar.2. The Leave/OT Inquiry window consists of four tabs. Selection tab is automatically activated when the window is opened. The minimum criteria is Department, Agency and TKU. The Summary tab allows for summary information to be displayed. The Detail tab allows for detail information to be displayed. The Balances tab allows for the balances of leave and/or overtime hours to be displayed.3. The windows are in a report format so that they can be printed as a report.
References	<i>No Specific References</i>

Leave/OT Inquiry

The following window is displayed when Functions, Leave/OT Inquiry is selected from the Menu bar. The steps are described on the following page.

DCDS 03.03.02

File Edit Options Functions Params Reports Window Help

Leave / Overtime Request Inquiry

Selection Summary Detail Balances

Selection Criteria

Department: 01 Agency: TKU: Approver: ☐

From date: 02/17/2001 To date: 03/02/2002

Display

☒ Leave Requests ☐ Overtime Requests ☐ Both

Select

Selection List

Name	SSN	Eff Dt	Exempt	Flsa	Exp Dt	Emp No
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Close

DCDS Input Procedures

Leave/OT Inquiry (Selection Criteria)

Follow the steps below to select a TKU.

Step	Field Name	Action
1	Department*	<p>Select the appropriate department number from the dropdown list or enter the department number. The first department the user has access to is the default.</p> <p>Note: When a department has been selected, all valid agencies for the department will be displayed in the agency dropdown list.</p>
2	Agency	<p>Select the appropriate agency number from the dropdown list or enter the agency number. The first agency the user has access to is the default.</p> <p>Note: When an agency has been selected, all valid TKUs for the agency will be displayed in the TKU dropdown list.</p>
3	TKU	<p>Select the Timekeeping Unit (TKU) number from the dropdown list or enter the TKU number.</p> <p>Note: If the user is authorized to view time for only one TKU, that TKU number will automatically display.</p>
4	Approver	Click on the Approver box, if you are an Approver, to view all the employees that require your approval of leave.
5	From Date/To Date	Enter the pay period start and end dates to view data. The current pay period dates are automatically displayed.
6	Display	Click on the type of requests to view (Leave, Overtime or Both).
7	Select button	Click on the Select button located at the top of the window (or press Alt + L). Employee information appears in the Selection List window based on the selection criteria. Employee names will appear in alphabetical order.
8	Selection List window	Highlight the employee to be viewed and click on the Summary, Detail, or Balances tab.

**indicates a required field that must be entered*

Leave/OT Inquiry (Selection List)

The following information is displayed:

Field Name	Description
Name	The employee's name.
SSN	The employee's Social Security Number.
Eff Dt	The employee's Appointment Effective Date.
Exempt	The Fair Labor Standards Act (FLSA) code which indicates the employee's overtime pay eligibility. Y - Not Eligible N - Eligible Note: A Y* indicates eligibility on an exception basis.
FLSA Exp Dt	The Expiration Date of an exception for FLSA overtime approval.
Emp No.	The employee's unique identification number assigned by the Human Resource Management Network (HRMN).

Leave/OT Inquiry Summary Tab

The following window is displayed when the Summary tab is clicked. The fields displayed are described on the following page.

The screenshot shows a Windows-style application window titled "DCDS 03.01.02". The menu bar includes "File", "Edit", "Options", "Functions", "Params", "Reports", "Window", and "Help". The main window has a tabbed interface with "Selection", "Summary", "Detail", and "Balances". The "Summary" tab is active, displaying a sub-window titled "Leave / Overtime Request Summary".

Inside the sub-window, the title is "MAIN Human Resource System". Below it, the report title is "Leave / Overtime Request Summary Report". The "Run Date" is "03/03/2001" and it is "Page 1 of 2". The date range is "From Date: 02/18/2001 To Date: 03/03/2001".

Calendar Date	Status	Employee Name	Hours Type	Total Hours	Employee Number
02/19/2001	SUBM	HEADLEY, WERNER T	ANLV	8.00	133395
02/20/2001	APPR	BLAISDELL, REDENTOR A	ANLV	8.00	135275
	SUBM	HEADLEY, WERNER T	ANLV	8.00	133395
02/21/2001	APPR	BLAISDELL, REDENTOR A	ANLV	8.00	135275
	SUBM	HEADLEY, WERNER T	ANLV	8.00	133395
02/22/2001	SUBM	HEADLEY, WERNER T	ANLV	8.00	133395

A "Close" button is located at the bottom right of the sub-window. The status bar at the bottom of the main window says "Ready".

**Leave/OT Inquiry
Summary Tab**

The following information is displayed:

Field Name	Description
Calendar Date	The pay period end date of the request.
Status	The status of the request SUBM - Submitted APPR - Approved RJCT - Rejected
Employee Name	The employee's name.
Hours Type	The type of leave or overtime hours requested.
Hours Total	The total of hours requested for each hours type.
Employee Number	The employee's unique identification number assigned by the Human Resource Management Network (HRMN).
SSN	The employee's Social Security Number.

Leave/OT Inquiry Detail Tab

The following window is displayed when the Detail tab is clicked. The fields displayed are described on the following pages.

The screenshot shows a software window titled "DCDS 03.01.02" with a menu bar (File, Edit, Options, Functions, Params, Reports, Window, Help). Inside, there's a sub-window titled "Leave / Overtime Request Inquiry" with tabs for Selection, Summary, Detail (selected), and Balances. The "Detail" tab displays a "Leave / Overtime Request Detail" window. This window shows the title "MAIN Human Resource System Leave / Overtime Request Detail" and the date range "From Date: 02/18/2001 To Date: 05/03/2001". It contains a table with the following data:

Calendar Date	Status	Employee Name	Employee Number	SSN	Exe
04/02/2001	SUBM	BLAISDELL, REDENTOR A	135275	550-10-0995	N
	ANLV	8.00	8:00	5:00	03/02/2001
		Comments: Fishing.			

Below the table, there is a "Close" button. The status bar at the bottom of the window says "Ready".

**Leave/OT Inquiry
Detail Tab**

The following information is displayed:

Field Name	Description
Calendar Date	The pay period end date of the request.
Status	The status of the request SUBM - Submitted APPR - Approved RJCT - Rejected
Employee Name	The employee's name.
Employee Number	The employee's unique identification number assigned by the Human Resource Management Network (HRMN).
SSN	The employee's Social Security Number.
Exempt FLSA Exp Dt	The expiration date of an exception for FLSA overtime.
Hours Type	The type of leave or overtime hours requested.
Total Hours	The total of hours requested for each hours type.
Start Time/End Time	The Start and End time of leave or overtime.
Request Date	The date when the leave or overtime was requested.
Approver ID	The ID of the person who approved the leave or overtime request.
Approval Date	The date when the leave or overtime request was approved.

Leave/OT Inquiry Balances Tab

The following window is displayed when the Balances tab is clicked. The fields displayed are described on the following page.

DCDS 03.01.02

File Edit Options Functions Params Reports Window Help

Leave / Overtime Request Inquiry

Selection Summary Detail Balances

Leave / Overtime Request Hours Balances

MAIN Human Resource System
Current Hours Balance

Run Date: 02/27/2001 10:00
Page 1 of 4

From Date: 10/15/2000 To Date: 03/03/2001

Employee Name	Employee Number	SSN	Hours Type	Hours Balance
AMANZE, DEBROAH A	135349	590-10-1149	ALPB	0.0
			ANLV	123.0
			CMPT	233.4
			COMP	0.0

Close

Ready

**Leave/OT Inquiry
Balances Tab**

The following information is displayed:

Field Name	Description
Employee Name	The employee's name.
Employee Number	The employee's unique identification number assigned by the Human Resource Management Network (HRMN).
SSN	Employee's Social Security Number.
Hours Type	The type of leave or overtime hours displayed.
Hours Balance	The balance of hours for each hours type.